**Validation Proposals Step Overview**

In order to change existing courses or modules and/or create new courses and/or modules the validation process must be followed.

**Starting the Validation process**

1. The course team in liaison with the School QA Team must submit an Outline Proposal on CourseLoop to request a change to a course or module or to introduce a new course or module. Please see the training…..(to know if a key details form is needed)

**Additional documentation**

1. For new courses, the school must complete a marketing statement for Marketing to approve. The school must then upload the approval email to the Outline Proposal on CourseLoop.
2. Inclusivity Design Checklist required for UVP Events.

**Submitting the request to Registry**

1. Registry will assign an event level to the proposal in CourseLoop based on risk. Once the event level has been set the course team can then make edits to their Full Proposal.

**Types of validation events**

1. The different event levels are as follows:
   * + School Accreditation and Validation Panel (SAVP)
     + Enhanced School Accreditation and Validation Panel (SAVP+)
     + Fast-track University Validation Panel (Fast-track)
     + University Validation Panel (UVP)

**Organising the event**

1. Registry or your SAVP secretary will make arrangements for the meeting depending on the event level.

**Developing documentation ready for the event**

1. This needs to be submitted a minimum of 3 weeks before the event and earlier for a fast-track event.

Please see the [validation checklist](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.hud.ac.uk%2Fmedia%2Fassets%2Fdocument%2Fregistry%2Fvalidationprocess%2FValidationChecklist.docx&wdOrigin=BROWSELINK) for information on what you must prepare for an event.

Please also see the [CourseLoop training module](https://brightspace.hud.ac.uk/d2l/home/315136) on Brightspace.

**Nominating External Panel Members for UVP and Fast-track Events**

1. External academics and practitioners must be identified well in advance and at least 6 weeks before the event to ensure the validation can go ahead. Please see section [B7 of the Quality Assurance Procedures](https://www.hud.ac.uk/policies/registry/qa-procedures/section-b/) for more details.

**SAVP Event for UVP**

1. UVP events must go through SAVP first. This is so at the UVP, it is purely focused on academic input. The SAVP ensures that all the documents are to a high standard ready for the UVP. (The proposing team must work with Registry for fast-tack events to ensure the documents are up to standard ahead of the meeting.)

**Meeting conditions and recommendations**

1. After the event, the outcomes will be updated in CourseLoop. The course team will need to make any necessary changes and updates and complete a CourseLoop task when they are done.

**Panel Chair Approval**

1. The event officer and Panel Chair will check the responses to the outcomes achieved by the course team. They will liaise with the school/course team if more information or work is needed. Once this has been approved by the Panel Chair it’s passed on to the teams that need to update ASIS and other University systems with the new information. These teams will also approve the modules and courses in CourseLoop once they have completed their work. At this point a notification will go out from CourseLoop to all relevant parties that the changes have been made.

**UTLC Approval**

1. All validation proposals are also noted by UTLC

**Glossary**

**Academic Item** – Course or Module.

**CourseLoop** – The Curriculum Management System used to store and manage the university’s courses and modules. Validation events are processed through this system by School Quality Assurance departments and Registry.

**Event Level** – The level determines the processes and set up of the validation event.

**Full Proposal** – Is created by the Main Academic Item on CourseLoop. It contains all the courses and modules being validated. The managed document and attachments also form part of the Full Proposal.

**Key Details Form** – Includes the proposal summary information. Makes up part of the Outline Proposal.

**Marketing Statement** – Supporting statement from the Director of Marketing, Communications and Student Recruitment to confirm that the course has been appropriately researched, does not affect the university’s funding position and meets current visa requirements.

**Outline Proposal** – The idea being proposed, includes the key details form and the managed document.

**Registry** – The department which works with the school QA team to support the validation process. They work closely with the School QA teams to prepare for the event. A member of Registry attends the validation event.

**Workflow** – The movement of a proposal on CourseLoop to show its progress.